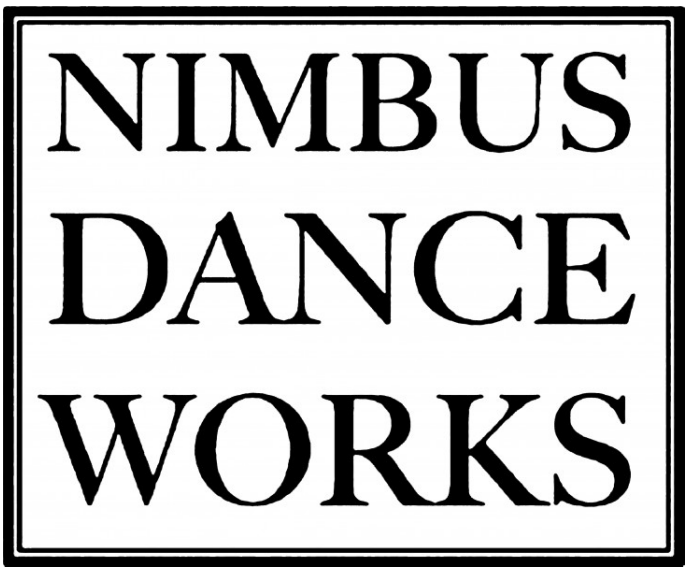
Monday, July 24, 2017

Nimbus Dance Works Seeks Assistant Director of Development & Communications

Company: Nimbus Dance Works
Location: Jersey City, NJ
Compensation: based on experience with potential for advancement



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Assistant Director of Development & Communications (ADDC)

The Assistant Director of Development and Communications (ADDC) works with other Key Staff members to cultivate donor, presenter, corporate, patron and community relations, seek out new grant opportunities, track and report data for current grants. The ADDC helps to curate Nimbus' public image, managing social media platforms, marketing endeavors and event planning and execution.

Job Responsibilities:

Maintain and develop new funding opportunities for Nimbus Dance Works programs

Report to Artistic Director

Attend scheduled meetings with Nimbus Staff

Maintain donor database:

Cultivate and maintain relations with donors and potential donors

Process gifts and donor acknowledgements

Invite patrons & prospects to Nimbus events

Update Tracking Documents

Grants

Research funding opportunities

Maintain grants calendar and complete reporting

Supervise the Grant Writer and assist with needs (communicating with other departments)

Complete/update company info on Data Arts

Coordinate with Key Staff for data requirements

Press Releases

Create and distribute Press Releases according to company calender (expand press list as needed)

Fundraising and other Cultivation Events:

Create funding strategies with Artistic Director

Organize and Manage fundraising drives (end-of-year appeals, donor relations, follow-up from gala event, etc.)

Manage the Gala and its facets (Gala committee, venue, honorees, etc.)

Coordinate/plan company events & appearances including performances, fundraisers, street fairs with appropriate Staff

Consult on special events, in coordination with Company Manager and Artistic Director, regarding, for example, but not limited to: guest accommodations and travel, soliciting in-kind donations of goods and services, maintaining database of attendees, photo shoots, benefits, etc.;

Solicit ads for program booklets

Marketing:

General

Promote NDW in a positive and professional manner, on par with branding guidelines

Coordinate marketing plan for all major company performances and events: press release, distribution plan and graphics

Maintain Company web page with Company Manager

Maintain Company database of photos, DVDs, and archival material

Create, maintain, update and disseminate current Company information, including, but not limited to headshots, biographies, reviews, awards, recognition, etc.

Manage and post on all social media accounts (ie. Twitter, Facebook, Instagram, Youtube)

Manage YMLP account for email blast

Box Office & Ticketing

Create ticketing webpages via Brown Paper Tickets

Making sure all ticket links, dates, locations and future performances are sent out in a release according to company calendar. (School of Nimbus Starting, Recital, Company Performances, Offline, Educational performances)

Create tickets, program booklets and any necessary documents for all company events (ie. NYC Season, JC Season, Nutcracker, Offline)

Manage ticketing/box office sales for company events

Qualifications:

Excellent writing and Communication skills

Outgoing personality

Familiarity with NY/NJ funding and cultural organizations

Fluency with photoshop, video editing software, social media platforms, database management, ticketing software

Familiarity with Dance and be able to speak confidently about dance/dance performance

Ability to multi-task

Firm grasp of strategic and practical frameworks

Good managerial skills

Driven by passion for arts and community impact

Self-starter, proactive

Independant worker

Ability to work in a fast paced environment

Familiarity with quantitative data measurement and analysis

Innovative and creative thinker

Compensation: based on experience with potential for advancement

Schedule: Part-time, including some weekends, some travel

To Apply:

By July 25, Please send resume, cover letter, 3 diverse writing samples and 3 references to samuel@nimbusdanceworks.org.

Selected applicants will be invited to interview at Nimbus' Jersey City location in early August

Nimbus Dance Works
209 3rd Street
Jersey City, NJ, 07302
201-377-0718
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For more information:
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